CHC60312 ADVANCED DIPLOMA OF COMMUNITY SECTOR MANAGEMENT

Overview
This qualification is aimed at managers working in community service organisations and focuses on:

- Collaboration and team work
- Planning and project management
- Professional communication at a high written level

This program has a focus on:

- Building theoretical understanding and practical strategies for effective leadership and management in the community services sector
- Working with diversity and emphasises
- Quality service provision

Duration
The Institute recommends that this qualification be completed within 12 months of commencement.

Participation
This qualification is delivered via blended learning, combining face to face sessions with some online learning.

Participants will be required to undertake self-directed learning outside of classroom delivery as well as work placement activities within an appropriate organisation or agency (where appropriate).

Students will need to identify and negotiate any required work placement with an appropriate community service provider.

Entry Requirements
To ensure you get the very most out of your participation in this program we strongly recommend that you be working in a management position within a community services or similar organisation with responsibility for the work of others and accountability for outcomes within broad parameters.

To gain entry into the CHC60312 Advanced Diploma of Community Sector Management learning and assessment program you must:

Hold a qualification at Diploma level or above, relevant to work in the community sector

OR

Have sufficient relevant experience and knowledge of community work and/or community services to indicate likely success at this level of qualification in a job role involving:

- The application of knowledge with depth in some areas and demonstration of a broad range of technical and other skills
- A wide range of tasks and roles in a variety of contexts, with complexity in the range and choices of actions required
- The exercise of discretionary judgement and decision making under general guidance.
Assessment Methods

- Work projects
- Workplace reports
- Assignments
- Participation and presentations

Employment Opportunities

Upon successful completion of this qualification, participants may be eligible to gain employment in a range of positions within the community services and mental health sectors, such as support workers and case workers who work autonomously under broad guidance.

Qualification Pathways

Participants may be eligible to undertake further qualifications at Diploma level

Cost

Skills for All: $2500.00
Full Fee: $6550.00

Location

The Australian Institute of Social Relations: 49a Orsmond Street, Hindmarsh SA 5007
# Units

This qualification is made up of 13 units (5 compulsory units and 8 elective units).

## Compulsory Units:

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit</th>
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<tbody>
<tr>
<td>BSBRSK501A</td>
<td>Manage risk</td>
</tr>
<tr>
<td>CHADMIN604B</td>
<td>Manage the finances, accounts and resources of an organisation</td>
</tr>
<tr>
<td>CHCOR605B</td>
<td>Manage human resources in a community sector organisation</td>
</tr>
<tr>
<td>CHCOR610B</td>
<td>Manage change in a community sector organisation</td>
</tr>
<tr>
<td>HLTWHS501A</td>
<td>Manage workplace WHS processes</td>
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## Elective Units:

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<thead>
<tr>
<th>Code</th>
<th>Unit</th>
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<tbody>
<tr>
<td>CHCOR611C</td>
<td>Lead and develop others in a community sector workplace</td>
</tr>
<tr>
<td>CHCOR624E</td>
<td>Provide leadership in community services delivery</td>
</tr>
<tr>
<td>PSPMNGT605B</td>
<td>Manage diversity</td>
</tr>
<tr>
<td>CHCOR619D</td>
<td>Manage quality of organisation's service delivery outcomes</td>
</tr>
<tr>
<td>CHCC505B</td>
<td>Provide supervision support to community sector workers</td>
</tr>
<tr>
<td>CHCCOM504B</td>
<td>Develop, implement and promote effective workplace communication</td>
</tr>
<tr>
<td>CHCCD619B</td>
<td>Establish and maintain community, government and business partnerships</td>
</tr>
<tr>
<td>CHCOR620D</td>
<td>Promote and represent the service</td>
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Modules

Module 1 – Managing & Leading People
Collaboration and delegation
Management and leadership – theories and practices
Learning organisations
Strategic thinking and planning
Collaboration and delegation

Module 2 – Change Management
Supervision
Quality service delivery
Evaluation

Module 3 – Continuous Improvement
Theories of change
Communication theories

Module 4 – Organisational Responsibilities & Accountability
WHS
Recruitment and Employment contracts
Budget preparation
Financial monitoring
Acquittals

Module 5 – Project Management and External Relationships
Project stages
Risk management
Project reporting
Building effective collaborations
Representing the organisation
FDV collaborations and information sharing
Mental health collaborations
Delivery Schedule

<table>
<thead>
<tr>
<th>Module</th>
<th>Duration</th>
<th>Dates</th>
<th>Time</th>
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<tbody>
<tr>
<td>Module 1 – Managing &amp; Leading People</td>
<td>2 days</td>
<td>28th and 29th March 2015</td>
<td>9.30am- 4.30 pm</td>
</tr>
<tr>
<td>Module 2 – Change Management</td>
<td>2 days</td>
<td>23rd and 24th May 2015</td>
<td>9.30am- 4.30 pm</td>
</tr>
<tr>
<td>Module 3 – Continuous Improvement</td>
<td>2 days</td>
<td>18th and 19th July 2015</td>
<td>9.30am- 4.30 pm</td>
</tr>
<tr>
<td>Module 4 – Organisational Responsibilities &amp; Accountability</td>
<td>2 days</td>
<td>12th and 13th September 2015</td>
<td>9.30am- 4.30 pm</td>
</tr>
<tr>
<td>Module 5 – Project Management and External Relationships</td>
<td>2 days</td>
<td>24th and 25th October 2015</td>
<td>9.30am- 4.30 pm</td>
</tr>
<tr>
<td>Group Presentation</td>
<td>1 day</td>
<td>21st November 2015</td>
<td>9.30am- 4.30 pm</td>
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Enrolments and Further Information

For further information or to enrol, contact the Australian Institute of Social Relations:

Email:  rto@rasa.org.au
Web:  www.socialrelations.edu.au
Phone:  (08) 8245 8100
Fax:  (08) 8346 7333